

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Berkeley Housing Authority

PHA Number: NJ 056

PHA Fiscal Year Beginning: (mm/yyyy) January 1, 2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ **Main administrative office of the PHA**
- ☐ **PHA development management offices**
- ☐ **PHA local offices**

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ **Main administrative office of the PHA**
- ☐ **PHA development management offices**
- ☐ **PHA local offices**
- ☐ **Main administrative office of the local government**
- ☐ **Main administrative office of the County government**
- ☐ **Main administrative office of the State government**
- ☐ **Public library**
- ☐ **PHA website**
- ☐ **Other (list below)**

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ **Main business office of the PHA**
- ☐ **PHA development management offices**
- ☐ **Other (list below)**

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below).

☒ **The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.**

_____ **The PHA's mission is: (state mission here)**

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF FIVE YEARS. (Quantifiable measures would include, such as: numbers of families served or PHAS scores achieved.) PHAs should

- ☒ **Apply for additional rental vouchers: 50**
- ☒ **Reduce public housing vacancies: Maintain at 0%**
- ☒ **Leverage private or other public funds to create additional housing opportunities: Dollar for dollar**
- _____ **Acquire or build units or developments**
- _____ **Other (list below)**

PHA Goal: Improve the quality of assisted housing

Objectives:

- ☒ **Improve public housing management: (PHAS score) Improve to 95-100%**
- ☒ **Improve voucher management: (SEMAP score)**
- ☒ **Increase customer satisfaction: Maintain at 95-100%**
- ☒ **Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)**
- ☒ **Renovate or modernize public housing units: 100% of units in need of same**
- _____ **Demolish or dispose of obsolete public housing:**
- _____ **Provide replacement public housing:**
- _____ **Provide replacement vouchers:**

_____ Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
To 100% of participants in need of same**
- X Conduct outreach efforts to potential voucher landlords**
- _____ Increase voucher payment standards**
- _____ Implement voucher homeownership program:**
- _____ Implement public housing or other homeownership programs:**
- _____ Implement public housing site-based waiting lists:**
- _____ Convert public housing to vouchers:**
- _____ Other: (list below)**

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**
- _____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:**
- X Implement public housing security improvements: 100% as needed**
- _____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)**
- _____ Other: (list below)**

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families: By 100%**
- X Provide or attract supportive services to improve assistance recipients'**

- employability: By 100%
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ **PHA Goal: Ensure equal opportunity and affirmatively further fair housing**
- Objectives:**
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Maintain at 100%
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Maintain at 100%
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: 100% accessibility
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**

☒ **Small Agency (<250 Public Housing Units)**

☐ **Administering Section 8 Only**

* **The Berkeley Housing Authority, with only 70 public housing units and 25 Section 8 voucher/certificates, qualifies for submission of the “Small PHA Plan Update” and shall complete same by utilizing the current PHA Plan template, pursuant to Notice PIH 2000-43. Note also that the Authority’s most recent PHAS Score (Advisory) was 84.6.**

☐ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan See Attachment A

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	Attachment A
i. Table of Contents	
	1
Housing Needs	6
1. Financial Resources	13
2. Policies on Eligibility, Selection and Admissions	15
3. Rent Determination Policies	24
4. Operations and Management Policies	29
5. Grievance Procedures	

	30
6. Capital Improvement Needs	31
7. Demolition and Disposition	33
8. Designation of Housing	33
9. Conversions of Public Housing	35
10. Homeownership	36
11. Community Service Programs	
	38
12. Crime and Safety	40
13. Pets (Inactive for January 1 PHAs)	42
14. Civil Rights Certifications (included with PHA Plan Certifications	43
15. Audit	43
16. Asset Management	43
17. Other Information	44

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- Required Attachments:**
- A Executive Summary
 - B Summary of Policy and Program Changes
 - C FY 2000 Capital Fund Program Annual Statement
 - Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
 - E Comments of Resident Advisory Board and Response of Housing Authority (must be attached if not included in PHA Plan text)
 - F Membership of the Resident Advisory Board
 - G Resident Membership on the PHA Governing Board
 - H Consistency with Consolidated Plan
 - I PHA Criteria for Amendments to Plan

Optional Attachments:

- PHA Management Organizational Chart
- D FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- J Admissions Policy for Deconcentration
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	Annual Plan: Pet Policy
X	Community Service Requirement (incorporated in Admissions & Occupancy Policy)	Annual Plan: Community Service

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or

other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that

Family Type	Overall	1	2	3	4	5	6
Factor on the housing needs for each family type from 1 to 6, with 1 being "no impact" and 6 being "severe impact." Use NA to indicate that no information is available upon which the PHA can make							
Income <= 30% of AMI	379	5	4	3	4	3	4
Income >30% but <=50% of AMI	285	5	4	3	4	3	4
Income >50% but <80% of AMI	245	4	3	3	3	3	4
Elderly	499	4	3	3	3	2	4
Families with Disabilities	Not Available	--	--	--	--	--	--
White (Non-Hispanic)	1117	4	3	3	3	3	4
Black (Non-Hispanic)	-0-	5	4	3	4	4	4
Hispanic	42	5	4	3	4	3	4
Native American, Asian & Other	-0-	5	4	3	3	3	4

**** Although the Authority is submitting the Small PHA Plan Update, Housing Needs figures and Waiting List data have been updated.**

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data

Indicate year: ____

- _____ Other housing market study
 Indicate year: _____
 _____ Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	18	-	1-2
Extremely low income <=30% AMI	13	72%	
Very low income (>30% but <=50% AMI)	4	22%	
Low income (>50% but <80% AMI)	1	6%	
Families with children	15	83%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
White	10	56%	
Black (Non-Hispanic)	7	39%	
Hispanic	1	5%	
Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	n/a		
2 BR	n/a		
3 BR	n/a		
4 BR	n/a		
5 BR	n/a		
5+ BR			

Is the waiting list closed? YES
If yes:
B. How long has it been closed (# of months)? 84 months (Section 8)
Does the PHA expect to reopen the list in the PHA Plan year? YES
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing (Senior) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
BRIAN KEHOE COURT (SENIOR SITE)	# of families	% of total families	Annual Turnover
Waiting list total	7		2
Extremely low income <=30% AMI	7	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with	0	0%	

children			
Elderly families	7	100%	
Families with Disabilities	3	43%	
White	6	86%	
Black (Non-Hispanic)	1	14%	
Hispanic	0	0%	
Other			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	100%	
2 BR	0		
3 BR	0		
4 BR	0		
5 BR	0		
5+ BR	0		

Is the waiting list closed? YES

If yes:

B. How long has it been closed (# of months)? 19 Months (Senior Site)

Does the PHA expect to reopen the list in the PHA Plan year? YES

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing (Family) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
MAGNOLIA GARDENS (FAMILY SITE)	# of families	% of total families	Annual Turnover
Waiting list total	40		3

Extremely low income <=30% AMI	34	85%	
Very low income (>30% but <=50% AMI)	6	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	31	77.5%	
Elderly families	0	0%	
Families with Disabilities	4	10%	
White	13	33%	
Black (Non-Hispanic)	26	65%	
Hispanic	1	2%	
Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	33%	
2 BR	14	34%	
3 BR	13	33%	
4 BR	-		
5 BR	-		
5+ BR	-		

Is the waiting list closed? YES

If yes:

B. How long has it been closed (# of months)? 10 Months

Does the PHA expect to reopen the list in the PHA Plan year? NO

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

C. Strategy for Addressing Needs

* Information unmodified from FY 2000 Agency Plan.

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ **Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- ☒ **Reduce turnover time for vacated public housing units**
- ☒ **Reduce time to renovate public housing units**
- ☐ **Seek replacement of public housing units lost to the inventory through mixed finance development**
- ☐ **Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources**
- ☒ **Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- ☒ **Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- ☒ **Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- ☒ **Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program**
- ☒ **Participate in the Consolidated Plan development process to ensure coordination with broader community strategies**
- ☐ **Other (list below)**

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ **Apply for additional section 8 units should they become available**
- ☐ **Leverage affordable housing resources in the community through the creation of mixed - finance housing**
- ☒ **Pursue housing resources other than public housing or Section 8 tenant-based assistance.**
- ☐ **Other: (list below)**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing

needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

* Although the Authority is submitting a Small PHA Plan Update, this information has been updated from the FY 2000 Agency Plan.

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: Public housing operations, public housing capital improvements, public housing safety/security, public housing

Financial Resources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	200,000	
b) Public Housing Capital Fund	120,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	172,450	Public Housing Operations
4. Other income (list below)		
Investment Income	12,000	Public Housing Operations
Section 8 Administrative Fees	87,000	Section 8 Supp. Services
4. Non-federal sources (list below)		

Sources	Planned \$	Planned Uses
Total resources	1,791,450	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

* Information unmodified from FY 2000 Agency Plan with the exception of Section 3(A)(4), entitled "Admissions Preferences".

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) One
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting

list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. X Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

 Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

 X Emergencies

 X Overhoused

 X Underhoused

 X Medical justification

 X Administrative reasons determined by the PHA (e.g., to permit modernization work)

 Resident choice: (state circumstances below)

 Other: (list below)

a. Preferences

1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

 X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

 Victims of domestic violence

 Substandard housing

 X Homelessness

_____ **High rent burden (rent is > 50 percent of income)**

Other preferences: (select below)

 X **Working families and those unable to work because of age or disability**

_____ **Veterans and veterans' families**

_____ **Residents who live and/or work in the jurisdiction**

_____ **Those enrolled currently in educational, training, or upward mobility programs**

_____ **Households that contribute to meeting income goals (broad range of incomes)**

_____ **Households that contribute to meeting income requirements (targeting)**

_____ **Those previously enrolled in educational, training, or upward mobility programs**

_____ **Victims of reprisals or hate crimes**

_____ **Other preference(s) (list below)**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

_____ **Date and Time**

Former Federal preferences:

 1 **Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**

_____ **Victims of domestic violence**

_____ **Substandard housing**

 2 **Homelessness - As verified by Ocean County Board of Social Services**

_____ **High rent burden**

Other preferences (select all that apply)

 3 **Working families and those unable to work because of age or disability**

_____ **Veterans and veterans' families**

_____ **Residents who live and/or work in the jurisdiction**

_____ **Those enrolled currently in educational, training, or upward mobility programs**

_____ **Households that contribute to meeting income goals (broad range of incomes)**

_____ **Households that contribute to meeting income requirements (targeting)**

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty income mixing?
or

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to

promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists

☐ If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Brian Kehoe Court and Magnolia Gardens

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☒ List (any applicable) developments below:

Magnolia Gardens and Brian Kehoe Court

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates). Information unmodified from FY 2000 Agency Plan, with the exception of Section 3(B)(4), entitled "Admissions Preferences".

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for exceptions must be received prior to the expiration date of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

* Extenuating circumstances such as hospitalization of a family member for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

* The Authority is satisfied that the family has made reasonable efforts to locate a unit including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.

* The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.

The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional 60 days.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the

coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences

- ☒ 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ 2 Homelessness - As verified by the Ocean County Board of Social Services
- ☐ High rent burden

Other preferences (select all that apply)

- ☒ **3 Working families and those unable to work because of age or disability**
☐ **Veterans and veterans' families**
☐ **Residents who live and/or work in your jurisdiction**
☐ **Those enrolled currently in educational, training, or upward mobility programs**
☐ **Households that contribute to meeting income goals (broad range of incomes)**
☐ **Households that contribute to meeting income requirements (targeting)**
☐ **Those previously enrolled in educational, training, or upward mobility programs**
☐ **Victims of reprisals or hate crimes**
☐ **Other preference(s) (list below)**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ **Date and time of application**
☐ **Drawing (lottery) or other random choice technique**

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ **This preference has previously been reviewed and approved by HUD**
☐ **The PHA requests approval for this preference through this PHA Plan**

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ **The PHA applies preferences within income tiers**
☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

(5) Special Purpose Section 8 Assistance Programs N/A

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ **The Section 8 Administrative Plan**
☐ **Briefing sessions and written materials**
☐ **Other (list below)**

a. How does the PHA announce the availability of any special-purpose section 8

programs to the public?

_____ Through published notices

_____ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

*** Information unmodified from FY 2000 Agency Plan, with the exception of Section 4(A)(1)(e), entitled “Ceiling Rents”, and Section 4(A)(1)(f), entitled “Rent re-determinations”.**

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component

(A) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ **The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))**

---or---

☐ **The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)**

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ **\$0**
☐ **\$1-\$25**
☒ **\$26-\$50**

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ **For the earned income of a previously unemployed household member**
☐ **For increases in earned income**
☐ **Fixed amount (other than general rent-setting policy)**

If yes, state amount/s and circumstances below:

_____ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

_____ For household heads

_____ For other family members

_____ For transportation expenses

_____ For the non-reimbursed medical expenses of non-disabled or non-elderly families

_____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

_____ Yes for all developments

_____ Yes but only for some developments

 X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

_____ For all developments

_____ For all general occupancy developments (not elderly or disabled or elderly only)

_____ For specified general occupancy developments

_____ For certain parts of developments; e.g., the high-rise portion

_____ For certain size units; e.g., larger bedroom sizes

_____ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

_____ Market comparability study

_____ Fair market rents (FMR)

_____ 95th percentile rents

_____ 75 percent of operating costs

_____ 100 percent of operating costs for general occupancy (family) developments

- ☐ Operating costs plus debt service
- ☐ The “rental value” of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____

☒ **Other (list below)**

Income decreases are reportable at any time; income increases are reportable at annual re-examination for other than those tenants on flat rents who must report increases every three years at re-examination

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program).

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0

___ \$1-\$25
X \$26-\$50

b. ___ Yes **X** No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)] **EXEMPT from Small PHA Plan Update.**

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

~~Describe the~~ PHA's management structure and organization.

___ An organization chart showing the PHA's management structure and organization is attached.

___ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

_. List Federal programs administered by the PHA, number of families served at the beginning of the reporting fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) **Public Housing Maintenance and Management: (list below)**

(2) **Section 8 Management: (list below)**

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

EXEMPT from Small PHA Plan Update

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

____ PHA main administrative office
____ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52834.

Select one:
☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment C

-or-

____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

a. ☒ Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) ATTACHMENT D

-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

____ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

____ Revitalization Plan under development

____ Revitalization Plan submitted, pending approval

____ Revitalization Plan approved

____ Activities pursuant to an approved Revitalization Plan underway

____ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

____ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

____ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>DD/MM/YY</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.79 (i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

* Note: The Berkeley Housing Authority owns/operates a Senior Site, Brian Kehoe Court, which has been designated as such since its inception.

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan

<p>____ Revision of a previously-approved Designation Plan?</p> <p>1. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p>____ Part of the development</p> <p>____ Total development</p>
--

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ____ Yes No: **X** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

____ Yes ____ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p>____ Assessment underway</p> <p>____ Assessment results submitted to HUD</p> <p>____ Assessment results approved by HUD (if marked, proceed to next question)</p> <p>____ Other (explain below)</p>
<p>3. ____ Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go</p>

to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937
<u>11. Homeownership Programs Administered by the PHA</u> [24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description

for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
___ HOPE I	
___ 5(h)	
___ Turnkey III	
___ Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
___ Approved; included in the PHA's Homeownership Plan/Program	
___ Submitted, pending approval	
___ Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
___ Part of the development	
___ Total development	

B. Section 8 Tenant Based Assistance

1. ___ Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a

streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

___ Yes ___ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ___ 25 or fewer participants
___ 26 - 50 participants
___ 51 to 100 participants
___ more than 100 participants

b. PHA-established eligibility criteria

___ Yes ___ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (I)]

Exempt from Small PHA Plan Update

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

___ Yes ___ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

___ Client referrals

- _____ Information sharing regarding mutual clients (for rent determinations and otherwise)
- _____ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- _____ Jointly administer programs
- _____ Partner to administer a HUD Welfare-to-Work voucher program
- _____ Joint administration of other demonstration program
- _____ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- _____ Public housing rent determination policies
- _____ Public housing admissions policies
- _____ Section 8 admissions policies
- _____ Preference in admission to section 8 for certain public housing families
- _____ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- _____ Preference/eligibility for public housing homeownership option participation
- _____ Preference/eligibility for section 8 homeownership option participation
- _____ Other policies (list below)

b. Economic and Social self-sufficiency programs

_____ Yes _____ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ____ Yes ____ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- _____ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- _____ Informing residents of new policy on admission and reexamination
- _____ Actively notifying residents of new policy at times in addition to admission and reexamination.
- _____ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- _____ Establishing a protocol for exchange of information with all appropriate TANF agencies
- _____ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

EXEMPT - Not participating in PHDEP

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8. Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- _____ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- _____ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- _____ Residents fearful for their safety and/or the safety of their children
- _____ Observed lower-level crime, vandalism and/or graffiti
- _____ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- _____ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- _____ Safety and security survey of residents
- _____ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- _____ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- _____ Resident reports

- _____ PHA employee reports
- _____ Police reports
- _____ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- _____ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- _____ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- _____ Crime Prevention Through Environmental Design
- _____ Activities targeted to at-risk youth, adults, or seniors
- _____ Volunteer Resident Patrol/Block Watchers Program
- _____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- _____ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- _____ Police provide crime data to housing authority staff for analysis and action
- _____ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- _____ Police regularly testify in and otherwise support eviction cases
- _____ Police regularly meet with the PHA management and residents
- _____ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- _____ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

* Exempt from Small PHA Plan Update, however, the Berkeley Housing Authority has adopted a comprehensive Pet Policy which is available for review at the Authority's Main Office.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

* Exempt from Small PHA Plan Update.

1. ☐ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2. ☐ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☐ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

* Exempt from Small PHA Plan Update.

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.

High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

- ☒ Attached at Attachment (File name) ATTACHMENT E
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary. * Residents' concerns were already reflected in Plan.
- ☐ The PHA changed portions of the PHA Plan in response to comments
- ☐ List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ____ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ____ Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ____ Candidates were nominated by resident and assisted family organizations
- ____ Candidates could be nominated by any adult recipient of PHA assistance
- ____ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ____ Other: (describe)

b. Eligible candidates: (select one)

- ____ Any recipient of PHA assistance
- ____ Any head of household receiving PHA assistance
- ____ Any adult recipient of PHA assistance
- ____ Any adult member of a resident or assisted family organization
- ____ Other (list)

c. Eligible voters: (select all that apply)

- ____ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ____ Representatives of all PHA resident and assisted family organizations
- X Other (list) Resident Members on PHA Governing Board were appointed by the Borough Mayor and Council (See Attachment G).

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

1. Consolidated Plan jurisdiction: (provide name here) Ocean County

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
See Attachment H

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
See Attachment H

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachment A

BERKELEY HOUSING AUTHORITY AGENCY PLAN -EXECUTIVE SUMMARY-

The Berkeley Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 under the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

- 1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program;**
- 2. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.**
- 3. The Authority seeks to maintain public housing vacancies at zero percent.**
- 4. The Authority seeks to renovate/modernize public housing sites as needed.**
- 5. The Authority expects to re-open its Waiting Lists for the Section 8 Program and the public housing senior site during the next fiscal year.**

Attachment B

SUMMARY OF POLICY AND PROGRAM CHANGES

The Berkeley Housing Authority has made no major changes to the policies and programs referenced in its FY2000 Agency Plan with the following exceptions:

- The Authority has modified/simplified its Admissions Preferences for Section 8 and Public Housing, as set forth in Section 3 of this Plan.
- The Authority has reported, under Section 4 of this Plan, that it no longer utilizes Ceiling Rents as part of its Rent Determination Policy for public housing.

Attachment C
CDMA Plant 7
Capital Fund Table Library Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ-9P05650101 FFY of Grant Approval: January 2001

 Original Annual Statement

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	20.000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10.000
8	1440 Site Acquisition	
9	1450 Site Improvement	63.636
10	1460 Dwelling Structures	25.000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	118.636
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	1. Administrative Salary (Mod.	1410	20,000
	2. Architect/Engineer Fees	1430	10,000
	3. Installation of Expansion Boilers and Circulator Pumps	1460	8,000
NJ 56-1 Brian Kehoe Court	1. Replacement of Kitchen Windows	1460	5,000
	2. Installation of Storm Doors (40)	1460	8,000
	3. New Hot Water Heater	1460	4,000
NJ 56-2 Magnolia Gardens	1. Drainage Improvements	1450	63,636
	• re-grading		
	• re-surface parking area		
	TOTAL		118,636

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
DHA Wide	3/31/2001	9/30/2001
NJ 56-1 Brian Kehoe Court	3/31/2001	9/30/2001
NJ 56-2 Magnolia Gardens	3/31/2001	9/31/2001

Attachment D

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56	PHA Wide	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
<ul style="list-style-type: none"> Administrative Salary (Modernization Coordinator) Architect/Engineer Fees Computer Upgrades 			80,000 32,000 6,000
Total estimated cost over next 5 years			\$118,000

Table Library

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56-1	Brian Kehoe Court	0	0%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (Fiscal Year)
<ul style="list-style-type: none"> • Interior Painting • Repair of Leaking Pipes (Heating System) • Drainage Improvements, including: <ul style="list-style-type: none"> • re-grading • re-surface parking area • repair gutter/leader system • landscaping improvements • Replacement of front stairs/porches 	<p>\$ 30,000</p> <p>5,000</p> <p>77,000</p> <p>60,636</p> <p>30,000</p>	<p>2004</p> <p>2002</p> <p>2002</p> <p>2004</p> <p>2005</p>

Total estimated cost over next 5 years	\$202,636	
---	------------------	--

Table Library

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56-2	Magnolia Gardens	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<ul style="list-style-type: none"> • Interior Painting • Repair of Leaking Pipes (Heating System) • Convert to Ball Valves (Hot Water Heater) • Drainage Improvements, including <ul style="list-style-type: none"> • re-grading • re-surface parking area • repair gutter/leader system • landscaping improvements • Replacement of front stairs/porches • Installation of surveillance cameras 		\$ 20,818 5,000 3,636 84,636 30,000 9,818	2005 2002 2002 2003 2005 2005

Total estimated cost over next 5 years	\$153,908	
--	-----------	--

Table Library

Table Library

Attachment E

RESIDENT ADVISORY BOARD RECOMMENDATIONS:

Meeting Date: September 21, 2000

Resident Comments:

- 1.Residents expressed strong support for planned capital improvements and stressed the need for drainage improvements at both public housing sites.**
- 2.Residents praised the ability to openly communicate with Housing Authority Administration.**
- 3.Residents were in favor of a restrictive Pet Policy.**
- Residents were encouraged by Authority's intention to apply for more Section 8 rental vouchers.**

Authority Response:

- Drainage Improvements have been incorporated and given number one priority in the Authority's Five-Year Action Plan for Capital Improvements.**
- The Authority has prepared a restrictive, but fair, Pet Policy with resident comments in mind.**

Attachment F

Membership of Resident Advisory Board

Jacqueline Mosley Stokes-Section 8

Kathleen Bennett Jackson-Public Housing Family Site

Laura Maher-Public Housing Senior Site

Table Library

Attachment G

RESIDENT MEMBERSHIP ON THE PHA GOVERNING BOARD

The Berkeley Housing Authority is aware of the recently enacted HUD regulation requiring PHA's to include at least one resident on its governing board. The Authority currently has two (2) public housing residents on its Board of Commissioners:

- **Kathleen Bennet Jackson-Appointed by Borough Council
Term:April, 1996 - April, 2001**
- **Jacquelyn Mosley Stokes-Appointed by Borough Mayor
Term:January, 1997 - March, 2003**

Attachment H

CONSISTENCY WITH CONSOLIDATED PLAN

The Berkeley Housing Authority's Agency Plan Is Consistent With the County's Consolidated Plan In That:

- 1.The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 Program, in order to increase housing choices.**
- 2.The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.**
- 3.The Authority seeks to maintain public housing vacancies at zero percent in order to maximize the number of units on-line.**
- 4.The Authority seeks to renovate/modernize public housing sites in order to provide more suitable housing.**

Attachment I

PHA Criteria for Amendments to Plan

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Berkeley Housing Authority will consider the following to be “significant amendments or modifications”:

- **changes to rent or admissions policies or organization of the waiting list;**
 - **changes to grievance procedures;**
- **additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;**
- **additions of new activities not included in the current PHDEP Plan;**
- **any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

The Authority will consider the following to constitute a “substantial deviation” from the Five-Year Plan:

- **Any modification to the PHA’s Mission Statement or any substantial modification to the PHA’s goals and/or objectives.**

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered

substantial deviations or significant amendments by the Authority.

Table Library

Attachment J

AMENDMENT TO ADMISSIONS AND OCCUPANCY POLICY

DECONCENTRATION POLICY

It is the Berkeley Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on waiting list in order to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list.

Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

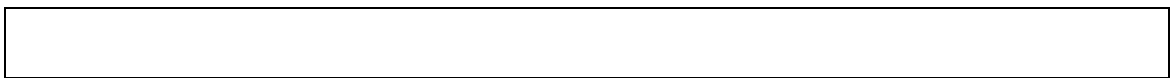
DECONCENTRATION INCENTIVES

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under difference conditions, but will always be provided in a consistent and nondiscriminatory manner.

Table Library

Table Library



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Berkeley Housing Authority

PHA Number: NJ 056

PHA Fiscal Year Beginning: (mm/yyyy) January 1, 2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ **Main administrative office of the PHA**
- ☐ **PHA development management offices**
- ☐ **PHA local offices**

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ **Main administrative office of the PHA**
- ☐ **PHA development management offices**
- ☐ **PHA local offices**
- ☐ **Main administrative office of the local government**
- ☐ **Main administrative office of the County government**
- ☐ **Main administrative office of the State government**
- ☐ **Public library**
- ☐ **PHA website**
- ☐ **Other (list below)**

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ **Main business office of the PHA**
- ☐ **PHA development management offices**
- ☐ **Other (list below)**

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below).

☒ **The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.**

_____ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF FIVE YEARS. (Quantifiable measures would include, such as: numbers of families served or PHAS scores achieved.) PHAs should

- ☒ **Apply for additional rental vouchers: 50**
- ☒ **Reduce public housing vacancies: Maintain at 0%**
- ☒ **Leverage private or other public funds to create additional housing opportunities: Dollar for dollar**
- _____ **Acquire or build units or developments**
- _____ **Other (list below)**

PHA Goal: Improve the quality of assisted housing

Objectives:

- ☒ **Improve public housing management: (PHAS score) Improve to 95-100%**
- ☒ **Improve voucher management: (SEMAP score)**
- ☒ **Increase customer satisfaction: Maintain at 95-100%**
- ☒ **Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)**
- ☒ **Renovate or modernize public housing units: 100% of units in need of same**
- _____ **Demolish or dispose of obsolete public housing:**
- _____ **Provide replacement public housing:**
- _____ **Provide replacement vouchers:**

_____ Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
To 100% of participants in need of same**
- X Conduct outreach efforts to potential voucher landlords**
- _____ Increase voucher payment standards**
- _____ Implement voucher homeownership program:**
- _____ Implement public housing or other homeownership programs:**
- _____ Implement public housing site-based waiting lists:**
- _____ Convert public housing to vouchers:**
- _____ Other: (list below)**

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**
- _____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:**
- X Implement public housing security improvements: 100% as needed**
- _____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)**
- _____ Other: (list below)**

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families: By 100%**
- X Provide or attract supportive services to improve assistance recipients'**

- employability: By 100%
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ **PHA Goal: Ensure equal opportunity and affirmatively further fair housing**
- Objectives:**
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Maintain at 100%
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Maintain at 100%
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: 100% accessibility
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**

☒ **Small Agency (<250 Public Housing Units)**

☐ **Administering Section 8 Only**

* **The Berkeley Housing Authority, with only 70 public housing units and 25 Section 8 voucher/certificates, qualifies for submission of the “Small PHA Plan Update” and shall complete same by utilizing the current PHA Plan template, pursuant to Notice PIH 2000-43. Note also that the Authority’s most recent PHAS Score (Advisory) was 84.6.**

☐ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan See Attachment A

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	Attachment A
i. Table of Contents	
	1
Housing Needs	6
1. Financial Resources	13
2. Policies on Eligibility, Selection and Admissions	15
3. Rent Determination Policies	24
4. Operations and Management Policies	29
5. Grievance Procedures	

	30
6. Capital Improvement Needs	31
7. Demolition and Disposition	33
8. Designation of Housing	33
9. Conversions of Public Housing	35
10. Homeownership	36
11. Community Service Programs	
	38
12. Crime and Safety	40
13. Pets (Inactive for January 1 PHAs)	42
14. Civil Rights Certifications (included with PHA Plan Certifications	43
15. Audit	43
16. Asset Management	43
17. Other Information	44

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- Required Attachments:**
- A Executive Summary
 - B Summary of Policy and Program Changes
 - C FY 2000 Capital Fund Program Annual Statement
 - Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
 - E Comments of Resident Advisory Board and Response of Housing Authority (must be attached if not included in PHA Plan text)
 - F Membership of the Resident Advisory Board
 - G Resident Membership on the PHA Governing Board
 - H Consistency with Consolidated Plan
 - I PHA Criteria for Amendments to Plan

Optional Attachments:

- PHA Management Organizational Chart
- D FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- J Admissions Policy for Deconcentration
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	Annual Plan: Pet Policy
X	Community Service Requirement (incorporated in Admissions & Occupancy Policy)	Annual Plan: Community Service

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that

Family Type	Factor on the housing needs for each family type from Part B, with 1 being "no impact" and 5 being "severe impact."	Overall	Ability	Factor on the housing needs for each family type from Part B, with 1 being "no impact" and 5 being "severe impact."	Ability	Factor on the housing needs for each family type from Part B, with 1 being "no impact" and 5 being "severe impact."	Ability
	Use N/A to indicate that no information is available upon which the PHA can make	all				Size	
Income <= 30% of AMI	379	5	4	3	4	3	4
Income >30% but <=50% of AMI	285	5	4	3	4	3	4
Income >50% but <80% of AMI	245	4	3	3	3	3	4
Elderly	499	4	3	3	3	2	4
Families with Disabilities	Not Available	--	--	--	--	--	--
White (Non-Hispanic)	1117	4	3	3	3	3	4
Black (Non-Hispanic)	-0-	5	4	3	4	4	4
Hispanic	42	5	4	3	4	3	4
Native American, Asian & Other	-0-	5	4	3	3	3	4

**** Although the Authority is submitting the Small PHA Plan Update, Housing Needs figures and Waiting List data have been updated.**

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data

Indicate year: ____

_____ Other housing market study
 Indicate year: _____
 _____ Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	18	-	1-2
Extremely low income <=30% AMI	13	72%	
Very low income (>30% but <=50% AMI)	4	22%	
Low income (>50% but <80% AMI)	1	6%	
Families with children	15	83%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
White	10	56%	
Black (Non-Hispanic)	7	39%	
Hispanic	1	5%	
Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	n/a		
2 BR	n/a		
3 BR	n/a		
4 BR	n/a		
5 BR	n/a		
5+ BR			

Is the waiting list closed? YES
If yes:
B. How long has it been closed (# of months)? 84 months (Section 8)
Does the PHA expect to reopen the list in the PHA Plan year? YES
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing (Senior) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
BRIAN KEHOE COURT (SENIOR SITE)	# of families	% of total families	Annual Turnover
Waiting list total	7		2
Extremely low income <=30% AMI	7	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with	0	0%	

children			
Elderly families	7	100%	
Families with Disabilities	3	43%	
White	6	86%	
Black (Non-Hispanic)	1	14%	
Hispanic	0	0%	
Other			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	100%	
2 BR	0		
3 BR	0		
4 BR	0		
5 BR	0		
5+ BR	0		

Is the waiting list closed? YES

If yes:

B. How long has it been closed (# of months)? 19 Months (Senior Site)

Does the PHA expect to reopen the list in the PHA Plan year? YES

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing (Family) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
MAGNOLIA GARDENS (FAMILY SITE)	# of families	% of total families	Annual Turnover
Waiting list total	40		3

Extremely low income <=30% AMI	34	85%	
Very low income (>30% but <=50% AMI)	6	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	31	77.5%	
Elderly families	0	0%	
Families with Disabilities	4	10%	
White	13	33%	
Black (Non-Hispanic)	26	65%	
Hispanic	1	2%	
Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	33%	
2 BR	14	34%	
3 BR	13	33%	
4 BR	-		
5 BR	-		
5+ BR	-		

Is the waiting list closed? YES

If yes:

B. How long has it been closed (# of months)? 10 Months

Does the PHA expect to reopen the list in the PHA Plan year? NO

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

C. Strategy for Addressing Needs

* Information unmodified from FY 2000 Agency Plan.

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ **Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- ☒ **Reduce turnover time for vacated public housing units**
- ☒ **Reduce time to renovate public housing units**
- ☐ **Seek replacement of public housing units lost to the inventory through mixed finance development**
- ☐ **Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources**
- ☒ **Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- ☒ **Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- ☒ **Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- ☒ **Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program**
- ☒ **Participate in the Consolidated Plan development process to ensure coordination with broader community strategies**
- ☐ **Other (list below)**

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ **Apply for additional section 8 units should they become available**
- ☐ **Leverage affordable housing resources in the community through the creation of mixed - finance housing**
- ☒ **Pursue housing resources other than public housing or Section 8 tenant-based assistance.**
- ☐ **Other: (list below)**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing

needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

* Although the Authority is submitting a Small PHA Plan Update, this information has been updated from the FY 2000 Agency Plan.

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: Public housing operations, public housing capital improvements, public housing safety/security, public housing

Financial Resources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	200,000	
b) Public Housing Capital Fund	120,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	172,450	Public Housing Operations
4. Other income (list below)		
Investment Income	12,000	Public Housing Operations
Section 8 Administrative Fees	87,000	Section 8 Supp. Services
4. Non-federal sources (list below)		

Sources	Planned \$	Planned Uses
Total resources	1,791,450	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

* Information unmodified from FY 2000 Agency Plan with the exception of Section 3(A)(4), entitled "Admissions Preferences".

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) One
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting

list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. X Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

 Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

 X Emergencies

 X Overhoused

 X Underhoused

 X Medical justification

 X Administrative reasons determined by the PHA (e.g., to permit modernization work)

 Resident choice: (state circumstances below)

 Other: (list below)

a. Preferences

1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

 X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

 Victims of domestic violence

 Substandard housing

 X Homelessness

_____ **High rent burden (rent is > 50 percent of income)**

Other preferences: (select below)

 X **Working families and those unable to work because of age or disability**

_____ **Veterans and veterans' families**

_____ **Residents who live and/or work in the jurisdiction**

_____ **Those enrolled currently in educational, training, or upward mobility programs**

_____ **Households that contribute to meeting income goals (broad range of incomes)**

_____ **Households that contribute to meeting income requirements (targeting)**

_____ **Those previously enrolled in educational, training, or upward mobility programs**

_____ **Victims of reprisals or hate crimes**

_____ **Other preference(s) (list below)**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

_____ **Date and Time**

Former Federal preferences:

 1 **Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**

_____ **Victims of domestic violence**

_____ **Substandard housing**

 2 **Homelessness - As verified by Ocean County Board of Social Services**

_____ **High rent burden**

Other preferences (select all that apply)

 3 **Working families and those unable to work because of age or disability**

_____ **Veterans and veterans' families**

_____ **Residents who live and/or work in the jurisdiction**

_____ **Those enrolled currently in educational, training, or upward mobility programs**

_____ **Households that contribute to meeting income goals (broad range of incomes)**

_____ **Households that contribute to meeting income requirements (targeting)**

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to

promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ **Adoption of site-based waiting lists**

☐ **If selected, list targeted developments below:**

☒ **Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments**

If selected, list targeted developments below:

Brian Kehoe Court and Magnolia Gardens

☐ **Employing new admission preferences at targeted developments**

If selected, list targeted developments below:

☐ **Other (list policies and developments targeted below)**

d. ☐ Yes ☒ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ **Additional affirmative marketing**

☐ **Actions to improve the marketability of certain developments**

☐ **Adoption or adjustment of ceiling rents for certain developments**

☐ **Adoption of rent incentives to encourage deconcentration of poverty and income-mixing**

☐ **Other (list below)**

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ **Not applicable: results of analysis did not indicate a need for such efforts**

☒ **List (any applicable) developments below:**

Magnolia Gardens and Brian Kehoe Court

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ **Not applicable: results of analysis did not indicate a need for such efforts**

☐ **List (any applicable) developments below:**

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates). Information unmodified from FY 2000 Agency Plan, with the exception of Section 3(B)(4), entitled "Admissions Preferences".

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for exceptions must be received prior to the expiration date of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

* Extenuating circumstances such as hospitalization of a family member for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

* The Authority is satisfied that the family has made reasonable efforts to locate a unit including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.

* The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.

The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional 60 days.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the

coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences

- ☒ 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ 2 Homelessness - As verified by the Ocean County Board of Social Services
- ☐ High rent burden

Other preferences (select all that apply)

- ☒ **3 Working families and those unable to work because of age or disability**
☐ **Veterans and veterans' families**
☐ **Residents who live and/or work in your jurisdiction**
☐ **Those enrolled currently in educational, training, or upward mobility programs**
☐ **Households that contribute to meeting income goals (broad range of incomes)**
☐ **Households that contribute to meeting income requirements (targeting)**
☐ **Those previously enrolled in educational, training, or upward mobility programs**
☐ **Victims of reprisals or hate crimes**
☐ **Other preference(s) (list below)**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ **Date and time of application**
☐ **Drawing (lottery) or other random choice technique**

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ **This preference has previously been reviewed and approved by HUD**
☐ **The PHA requests approval for this preference through this PHA Plan**

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ **The PHA applies preferences within income tiers**
☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

(5) Special Purpose Section 8 Assistance Programs N/A

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ **The Section 8 Administrative Plan**
☐ **Briefing sessions and written materials**
☐ **Other (list below)**

a. How does the PHA announce the availability of any special-purpose section 8

programs to the public?

_____ Through published notices

_____ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

*** Information unmodified from FY 2000 Agency Plan, with the exception of Section 4(A)(1)(e), entitled “Ceiling Rents”, and Section 4(A)(1)(f), entitled “Rent re-determinations”.**

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component

(A) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ **The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))**

---or---

☐ **The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)**

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ **\$0**
☐ **\$1-\$25**
☒ **\$26-\$50**

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ **For the earned income of a previously unemployed household member**
☐ **For increases in earned income**
☐ **Fixed amount (other than general rent-setting policy)**

If yes, state amount/s and circumstances below:

_____ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

_____ For household heads

_____ For other family members

_____ For transportation expenses

_____ For the non-reimbursed medical expenses of non-disabled or non-elderly families

_____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

_____ Yes for all developments

_____ Yes but only for some developments

 X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

_____ For all developments

_____ For all general occupancy developments (not elderly or disabled or elderly only)

_____ For specified general occupancy developments

_____ For certain parts of developments; e.g., the high-rise portion

_____ For certain size units; e.g., larger bedroom sizes

_____ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

_____ Market comparability study

_____ Fair market rents (FMR)

_____ 95th percentile rents

_____ 75 percent of operating costs

_____ 100 percent of operating costs for general occupancy (family) developments

- ☐ Operating costs plus debt service
- ☐ The “rental value” of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____

☒ Other (list below)

Income decreases are reportable at any time; income increases are reportable at annual re-examination for other than those tenants on flat rents who must report increases every three years at re-examination

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program).

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☒ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0

___ \$1-\$25
X \$26-\$50

b. ___ Yes **X** No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)] EXEMPT from Small PHA Plan Update.

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

~~Describe the~~ PHA's management structure and organization.

___ An organization chart showing the PHA's management structure and organization is attached.

___ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

_. List Federal programs administered by the PHA, number of families served at the beginning of the reporting fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) **Public Housing Maintenance and Management: (list below)**

(2) **Section 8 Management: (list below)**

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

EXEMPT from Small PHA Plan Update

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

____ PHA main administrative office
____ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52834.

Select one:
☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment C

-or-

____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

a. ☒ Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) ATTACHMENT D

-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

____ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

____ Revitalization Plan under development

____ Revitalization Plan submitted, pending approval

____ Revitalization Plan approved

____ Activities pursuant to an approved Revitalization Plan underway

____ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

____ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

____ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>DD/MM/YY</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.79 (i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

* Note: The Berkeley Housing Authority owns/operates a Senior Site, Brian Kehoe Court, which has been designated as such since its inception.

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan

<p>____ Revision of a previously-approved Designation Plan?</p> <p>1. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p>____ Part of the development</p> <p>____ Total development</p>
--

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ____ Yes No: X Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ____ Yes ____ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p>____ Assessment underway</p> <p>____ Assessment results submitted to HUD</p> <p>____ Assessment results approved by HUD (if marked, proceed to next question)</p> <p>____ Other (explain below)</p>
<p>3. ____ Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go</p>

to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937
<u>11. Homeownership Programs Administered by the PHA</u> [24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description

for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
___ HOPE I	
___ 5(h)	
___ Turnkey III	
___ Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
___ Approved; included in the PHA's Homeownership Plan/Program	
___ Submitted, pending approval	
___ Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
___ Part of the development	
___ Total development	

B. Section 8 Tenant Based Assistance

1. ___ Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a

streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

___ Yes ___ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ___ 25 or fewer participants
___ 26 - 50 participants
___ 51 to 100 participants
___ more than 100 participants

b. PHA-established eligibility criteria

___ Yes ___ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (I)]

Exempt from Small PHA Plan Update

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

___ Yes ___ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

___ Client referrals

- _____ Information sharing regarding mutual clients (for rent determinations and otherwise)
- _____ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- _____ Jointly administer programs
- _____ Partner to administer a HUD Welfare-to-Work voucher program
- _____ Joint administration of other demonstration program
- _____ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- _____ Public housing rent determination policies
- _____ Public housing admissions policies
- _____ Section 8 admissions policies
- _____ Preference in admission to section 8 for certain public housing families
- _____ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- _____ Preference/eligibility for public housing homeownership option participation
- _____ Preference/eligibility for section 8 homeownership option participation
- _____ Other policies (list below)

b. Economic and Social self-sufficiency programs

_____ Yes _____ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ____ Yes ____ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- _____ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- _____ Informing residents of new policy on admission and reexamination
- _____ Actively notifying residents of new policy at times in addition to admission and reexamination.
- _____ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- _____ Establishing a protocol for exchange of information with all appropriate TANF agencies
- _____ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

EXEMPT - Not participating in PHDEP

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8. Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- _____ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- _____ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- _____ Residents fearful for their safety and/or the safety of their children
- _____ Observed lower-level crime, vandalism and/or graffiti
- _____ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- _____ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- _____ Safety and security survey of residents
- _____ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- _____ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- _____ Resident reports

- _____ PHA employee reports
- _____ Police reports
- _____ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- _____ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- _____ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- _____ Crime Prevention Through Environmental Design
- _____ Activities targeted to at-risk youth, adults, or seniors
- _____ Volunteer Resident Patrol/Block Watchers Program
- _____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- _____ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- _____ Police provide crime data to housing authority staff for analysis and action
- _____ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- _____ Police regularly testify in and otherwise support eviction cases
- _____ Police regularly meet with the PHA management and residents
- _____ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- _____ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

* Exempt from Small PHA Plan Update, however, the Berkeley Housing Authority has adopted a comprehensive Pet Policy which is available for review at the Authority's Main Office.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

* Exempt from Small PHA Plan Update.

1. ☐ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☐ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

* Exempt from Small PHA Plan Update.

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.

High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

- ☒ Attached at Attachment (File name) ATTACHMENT E
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary. * Residents' concerns were already reflected in Plan.
- ☐ The PHA changed portions of the PHA Plan in response to comments
- ☐ List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ____ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ____ Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ____ Candidates were nominated by resident and assisted family organizations
- ____ Candidates could be nominated by any adult recipient of PHA assistance
- ____ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ____ Other: (describe)

b. Eligible candidates: (select one)

- ____ Any recipient of PHA assistance
- ____ Any head of household receiving PHA assistance
- ____ Any adult recipient of PHA assistance
- ____ Any adult member of a resident or assisted family organization
- ____ Other (list)

c. Eligible voters: (select all that apply)

- ____ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ____ Representatives of all PHA resident and assisted family organizations
- X Other (list) Resident Members on PHA Governing Board were appointed by the Borough Mayor and Council (See Attachment G).

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

1. Consolidated Plan jurisdiction: (provide name here) Ocean County

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
See Attachment H

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
See Attachment H

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachment A

BERKELEY HOUSING AUTHORITY AGENCY PLAN -EXECUTIVE SUMMARY-

The Berkeley Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 under the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

- 1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program;**
- 2. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.**
- 3. The Authority seeks to maintain public housing vacancies at zero percent.**
- 4. The Authority seeks to renovate/modernize public housing sites as needed.**
- 5. The Authority expects to re-open its Waiting Lists for the Section 8 Program and the public housing senior site during the next fiscal year.**

Attachment B

SUMMARY OF POLICY AND PROGRAM CHANGES

The Berkeley Housing Authority has made no major changes to the policies and programs referenced in its FY2000 Agency Plan with the following exceptions:

- The Authority has modified/simplified its Admissions Preferences for Section 8 and Public Housing, as set forth in Section 3 of this Plan.
- The Authority has reported, under Section 4 of this Plan, that it no longer utilizes Ceiling Rents as part of its Rent Determination Policy for public housing.

Attachment C
CDMA Plant 7
Capital Fund Table Library Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ-9P05650101 FFY of Grant Approval: January 2001

 Original Annual Statement

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	20.000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10.000
8	1440 Site Acquisition	
9	1450 Site Improvement	63.636
10	1460 Dwelling Structures	25.000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	118.636
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	1. Administrative Salary (Mod.	1410	20,000
	2. Architect/Engineer Fees	1430	10,000
	3. Installation of Expansion Boilers and Circulator Pumps	1460	8,000
NJ 56-1 Brian Kehoe Court	1. Replacement of Kitchen Windows	1460	5,000
	2. Installation of Storm Doors (40)	1460	8,000
	3. New Hot Water Heater	1460	4,000
NJ 56-2 Magnolia Gardens	1. Drainage Improvements	1450	63,636
	• re-grading		
	• re-surface parking area		
	TOTAL		118,636

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	3/31/2001	9/30/2001
NJ 56-1 Brian Kehoe Court	3/31/2001	9/30/2001
NJ 56-2 Magnolia Gardens	3/31/2001	9/31/2001

Attachment D

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56	PHA Wide	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
<ul style="list-style-type: none"> · Administrative Salary (Modernization Coordinator) · Architect/Engineer Fees · Computer Upgrades 			<div>80,000</div> <div>32,000</div> <div>6,000</div>
			<div>2002-2005</div> <div>2002-2005</div> <div>2003</div>
Total estimated cost over next 5 years			\$118,000

Table Library

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56-1	Brian Kehoe Court	0	0%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (Fiscal Year)
<ul style="list-style-type: none"> • Interior Painting • Repair of Leaking Pipes (Heating System) • Drainage Improvements, including: <ul style="list-style-type: none"> • re-grading • re-surface parking area • repair gutter/leader system • landscaping improvements • Replacement of front stairs/porches 	<p>\$ 30,000</p> <p>5,000</p> <p>77,000</p> <p>60,636</p> <p>30,000</p>	<p>2004</p> <p>2002</p> <p>2002</p> <p>2004</p> <p>2005</p>

Total estimated cost over next 5 years	\$202,636	
---	------------------	--

Table Library

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 56-2	Magnolia Gardens	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<ul style="list-style-type: none"> • Interior Painting • Repair of Leaking Pipes (Heating System) • Convert to Ball Valves (Hot Water Heater) • Drainage Improvements, including <ul style="list-style-type: none"> • re-grading • re-surface parking area • repair gutter/leader system • landscaping improvements • Replacement of front stairs/porches • Installation of surveillance cameras 		\$ 20,818 5,000 3,636 84,636 30,000 9,818	2005 2002 2002 2003 2005 2005

Total estimated cost over next 5 years	\$153,908	
---	------------------	--

Table Library

Table Library

Attachment E

RESIDENT ADVISORY BOARD RECOMMENDATIONS:

Meeting Date: September 21, 2000

Resident Comments:

- 1.Residents expressed strong support for planned capital improvements and stressed the need for drainage improvements at both public housing sites.**
- 2.Residents praised the ability to openly communicate with Housing Authority Administration.**
- 3.Residents were in favor of a restrictive Pet Policy.**
- Residents were encouraged by Authority's intention to apply for more Section 8 rental vouchers.**

Authority Response:

- Drainage Improvements have been incorporated and given number one priority in the Authority's Five-Year Action Plan for Capital Improvements.**
- The Authority has prepared a restrictive, but fair, Pet Policy with resident comments in mind.**

Attachment F

Membership of Resident Advisory Board

Jacqueline Mosley Stokes-Section 8

Kathleen Bennett Jackson-Public Housing Family Site

Laura Maher-Public Housing Senior Site

Table Library

Attachment G

RESIDENT MEMBERSHIP ON THE PHA GOVERNING BOARD

The Berkeley Housing Authority is aware of the recently enacted HUD regulation requiring PHA's to include at least one resident on its governing board. The Authority currently has two (2) public housing residents on its Board of Commissioners:

- **Kathleen Bennet Jackson-Appointed by Borough Council
Term:April, 1996 - April, 2001**
- **Jacquelyn Mosley Stokes-Appointed by Borough Mayor
Term:January, 1997 - March, 2003**

Attachment H

CONSISTENCY WITH CONSOLIDATED PLAN

The Berkeley Housing Authority's Agency Plan Is Consistent With the County's Consolidated Plan In That:

- 1.The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 Program, in order to increase housing choices.**
- 2.The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.**
- 3.The Authority seeks to maintain public housing vacancies at zero percent in order to maximize the number of units on-line.**
- 4.The Authority seeks to renovate/modernize public housing sites in order to provide more suitable housing.**

Attachment I

PHA Criteria for Amendments to Plan

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Berkeley Housing Authority will consider the following to be “significant amendments or modifications”:

- **changes to rent or admissions policies or organization of the waiting list;**
 - **changes to grievance procedures;**
- **additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;**
- **additions of new activities not included in the current PHDEP Plan;**
- **any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

The Authority will consider the following to constitute a “substantial deviation” from the Five-Year Plan:

- **Any modification to the PHA’s Mission Statement or any substantial modification to the PHA’s goals and/or objectives.**

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered

substantial deviations or significant amendments by the Authority.

Table Library

Attachment J

AMENDMENT TO ADMISSIONS AND OCCUPANCY POLICY

DECONCENTRATION POLICY

It is the Berkeley Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on waiting list in order to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list.

Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

DECONCENTRATION INCENTIVES

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under difference conditions, but will always be provided in a consistent and nondiscriminatory manner.

Table Library

Table Library

